# JOB DESCRIPTION

Post Title: Senior Learning Co-ordinator

Post Responsible to: College Director of Studies

Pay scale: APT&C Scale 6

Part-time post (15 hours per week), term-time only + two Inset Days

**Purpose of the Post**

The Senior Learning Co-ordinator (SLC) will be expected to support the aims and objectives of the school and to ensure that the relevant College is managed to enable personal excellence to be developed by all students and a sense of pride is developed in the College and the school. In particular, the SLC will play a key role in the successful management and support of the behaviour, welfare and academic progress of the students in their College.

**General**

The SLC will be expected to:

* Support the aims and objectives of the school;
* Ensure that the College is managed to enable personal excellence to be developed by all pupils;
* Develop a sense of pride in the College Group and the school;
* Have a good working knowledge and understanding of a range of software such as Microsoft Word, Excel & PowerPoint, as well as SIMS and SISRA.
* To administer first aid to students and staff

## Personnel Management

* To create a team ethos with the Learning Co-ordinators (‘Form Tutors’)
* To monitor the work of the Learning Co-ordinators
* To support the work of the Learning Co-ordinators
* To take assemblies for the College Group and maintain a high profile.
* To be the main contact for parents in relation to pupil behaviour and barriers to learning after the Learning co-ordinator
* To be an exemplary leader in dealing with staff, pupils, parents/carers and outside agencies.
* To advise Faculty/Curriculum Leaders of issues relating to the College group and the College team.
* To manage the Pastoral Contact Folder for the College on the school’s ICT network – recording communication, concerns, Educational Psychology reports and intervention updates.

## Curriculum Management

* To liaise with Faculty/Curriculum Leaders regarding pupil achievement, SEN and Gifted and Talented and attend student reviews;
* To review ‘Attitude to Learning’ (AtL) data for the year group – to celebrate sustained progress and students requiring to go on College Report;
* To complete formal and informal learning walks in the College area;
* Organise and present ‘Form of the Week’ awards and any subsequent prizes.

## Pupil Management

* To support pupils in their learning and encourage positive behaviour in and around school;
* To take thorough and detailed statements from students at the earliest opportunity following an incident;
* To monitor and coordinate the College Reporting system;
* To take a lead in managing the behaviour of the College group by taking detentions including late detention;
* To assist in the transition arrangements for new Year 7 students at the beginning and end of the year including the compilation of homework timetables;
* To put in place measures to promote excellent attendance, for example a daily attendance checklist for ‘at risk’ students;
* To reward good attendance through assemblies and other measures;
* To monitor punctuality and attendance, liaising with Learning Co-ordinators, SFYP, the Attendance Officer, EWO and Safeguarding Lead;
* To host and contribute to attendance panels in conjunction with SFYP;
* To develop parental contacts with Learning Co-ordinators and others as appropriate;
* To liaise with SFYP to support careers pathways as appropriate for the College team;
* To liaise with outside agencies, including assisting with the preparation for reports of various kinds;
* To attend meetings regarding the welfare of students in the College Group e.g. Child Protection, Child in Need, Looked After Children;
* To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individuals and groups of pupils;
* To support the development the role of the student ‘College Leader’;
* To collate and update the Students of concern document for review meetings with the Assistant Headteacher in charge of behaviour;
* To use the ‘intervention’ record on SIMs to record actions i.e. reports, letters sent etc.;
* To lead and co-ordinate charity/community work of the College;
* To be on-call and available for pupils throughout the day;
* To support in the organisation of Parents’ Evenings and Information evenings (including liaising with College Leaders);
* To follow up any non-attendance by parents/carers at Parents’ Evenings;
* To be available for duties around school;

## Additional

* To participate in relevant staff development and training;
* To support whole-school ‘Behaviour for Learning’ projects such as Forest Schools and Mindfulness;
* To undertake any other duties appropriate to the level of post that may be required by the Headteacher in consultation with the post holder.

## Health & Safety

The appointee must at all times work within the requirements of the Health & Safety at work Act 1974, current Health & Safety legislation and Priestnall’s and Stockport LEA’s policies and procedures.

## Contacts

Student, parents, teaching staff, support staff, outside agencies, offices of the LEA

NOTES

1. The above responsibilities are in addition and subject to the general duties and responsibilities contained in the statement of Conditions of Employment as set out in the staff handbook and National Conditions of Service.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed.
3. The post holder may be expected to undertake such further responsibilities consonant with the level of the responsibility of the post according to the school salary policy drawn up in consultation with the Headteacher.
4. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time according to the changing needs of the school after consultation with the holder of the post.

The post holder has seen and understood this Job Description

#### Post holder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Line Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_